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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

DATE: July 27, 2009

TO: All Assessing Officials

FROM: Training Section, Assessment Division

RE: Level I and II Assessor-Appraiser Certification Course and Examination,  
Third Quarter 2009 Registration Memo

In accordance with IC 6-1.1-35.5-4(a), the Department of Local Government Finance (DLGF) will administer the Level I and II Assessor-Appraiser Certification course and examination on a regular schedule. As required by the statute, these courses and examinations will be offered in several locations throughout the state and will be offered on a regular rotating basis throughout 2009. A complete schedule is available on our website at <http://www.in.gov/dlgef/7533.htm>.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

## Course Description

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During the first sessions of the classes, you must attend the entire session to be eligible to take the exam. After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes.

As always, the course and exam is open to all at no charge. However, you must pre-register by sending in the attached form. You will be required to show a photo ID on the test day.

Classes will begin at 9:00 a.m. and end at 4:00 p.m. Monday – Thursday. On Friday the exam will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time.

The Level I course will consist of the following:

- Day 1 – Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3 – Continue Cost Approach
- Afternoon of Day 3 – Introduction to the Sales Comparison Approach
- Day 4 – Introduction to the Income Approach and Review
- Day 5 – Review and test

The Level II course will consist of the following:

- Day 1 – Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
- Day 2 and Morning of Day 3 – Continue Cost Approach
- Afternoon of Day 3 – Sales Comparison Approach
- Day 4 – Income Approach and Review
- Day 5 – Review and test

### **Examinations**

The objective of the Level I and Level II exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

The Level I and II examinations will consist of 50 multiple-choice questions. You may have to work a problem in order to answer the questions associated with the problem. The exams are open book, and are based on the course content and problems worked during class. You may use any notes, manuals or other relevant materials during the exam.

There will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

**Passing grade is 70, and the test contains 100 points.**

After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes. **If you desire to take the Exam on another date, please contact our office to schedule the exam.**

### **Special Accommodations**

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

### **Other Information**

Dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

Feel free to bring lunches and snacks. There will be plenty of room in the classrooms for small coolers. You may also bring any type of non-alcoholic beverages you might want.

## **Supplies to Bring With You**

### **For Level I:**

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

### **For Level II:**

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

If you need a set of the 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2), please indicate so on the registration form. Copies will be available at the class site, but only for those who request them in advance. These are available free of charge to Indiana County officials and employees. All others must pay a \$25.00 fee to purchase the books on the first day of class.

## **Registration**

There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated below no later than two weeks before the starting date of the class.** This will ensure that adequate materials are available. If you do not pre-register, we cannot guarantee that materials will be available, even though space may be.

Please **mail or fax** registration page to:

Donna Bratcher  
Department of Local Government Finance  
IGC-North, Rm N1058  
100 N Senate Ave  
Indianapolis, IN 46204

Fax number is **317)232-8779**.

**Please do not e-mail registration forms.**

### Directions to the Class Locations

#### Indianapolis - Holiday Inn East (317) 359-5341

6990 E 21<sup>st</sup> Street, Indianapolis, IN 46219

Directions: Take I-70 east to the Shadeland Ave Exit. Turn south on Shadeland to 21<sup>st</sup> Street. The Holiday Inn is on your right-hand side. If you are coming from the north or south on I-465, take the Shadeland Avenue exit, and follow Shadeland Avenue to 21<sup>st</sup> Street. Turn west (right from the north, left from the south) onto 21<sup>st</sup> Street.

#### Richmond – Ivy Tech Campus

2357 Chester Boulevard

Richmond, IN 47374-1298

(765) 966-2656 ext. 1202

Directions: Take Interstate 70 to Chester Blvd South Exit. Go to the second stoplight. Turn left. Follow the signs to the Ivy Tech building which is a three story brick building on the left.

#### Seymour - Quality Inn

225 East Tipton Street (US 50)

Seymour, IN 47274

(812) 522-6767

Directions: Take Exit 50B off of I-65 and go west. The Quality Inn is on the right (north) side of the highway. If you are coming from another location, take US 50 to Seymour. The hotel is on the east side of town, near I-65.

#### Terre Haute – Ivy Tech

Center for Workforce Development

1700 E Industrial Drive

Terre Haute, IN 47802

(812) 298-2353

Directions: Class site is 2 miles south of the main campus. From Terre Haute take US 41/US 150 south. Go to the 1<sup>st</sup> stop light which is Harlan Drive. There is a First Financial Bank on the west side and a Stuckey's on the east side of the intersection. Turn west. The Workforce Development building is directly behind the First Financial Bank in the Industrial Park. You will see the signage.

#### Valparaiso – Ivy Tech

Eastport Industrial Centre

3100 Ivy Tech Drive

Valparaiso, IN 46383

(219) 464-8514

Directions: Take Hwy 49 to Route 2 exit. Go east to the first light. Turn right onto Eastport Industrial Centre Drive. Follow this road around (seems like you are out in the middle of nowhere) and Ivy Tech will be on your right.

#### Washington – Carnegie Public Library

300 W Main St

Washington, IN 47501

(812) 254-4586

Directions: State Road 57 to Main Street stoplight. Turn West. Main Street is one way. Follow Main eight blocks. The Library will be on your right.

2009 THIRD QUARTER  
COURSE/EXAM REGISTRATION FORM

Name: \_\_\_\_\_ Maiden: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(Confirmations will only be sent via email, two weeks prior to class start date)

Title: \_\_\_\_\_ (If vendor, please list company)

*(Please list title, such as County Deputy Assessor or County Employee, if not a deputy. If you are a township employee in a township that is still operational, please either list yourself as a township deputy or a township employee. County Assessors and Township Assessors, please list yourselves the same way you always have.)*

Please register me for the following courses/exams

**Level I**

- \_\_\_\_\_ June 8-12 – Level I, Seymour – Quality Inn
- \_\_\_\_\_ July 27-31 – Level I, Valparaiso – Ivy Tech
- \_\_\_\_\_ August 3-7 – Level I, Seymour – Quality Inn
- \_\_\_\_\_ ~~August 3-7 – Level I, Washington, Carnegie Public Library~~
- \_\_\_\_\_ September 21-25 – Level I, Indianapolis – Holiday Inn East
- \_\_\_\_\_ September 28 – October 2 – Level I, Richmond – Ivy Tech

**Level II**

- \_\_\_\_\_ July 6-10 – Level II, Seymour – Quality Inn
- \_\_\_\_\_ July 13-17 – Level II, Terre Haute – Ivy Tech
- \_\_\_\_\_ September 14-18 – Level II, Seymour – Quality Inn
- \_\_\_\_\_ September 14-18 – Level II, Valparaiso – Ivy Tech
- \_\_\_\_\_ September 21-25 – Level II, Washington, Carnegie Public Library

**Books and Manuals:**

Please reserve a 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2) for me: \_\_\_\_  
*(These will be available the first day of class, if reserved. There is no charge for county officials and employees, but others must pay a \$25 fee each.)*